



COUNTY OF HUMBOLDT

For the meeting of: 5/5/2020

File #: 20-464

To: Board of Supervisors

From: Planning and Building Department

Agenda Section: Consent

SUBJECT:

Extension of Extra-Help Hours - Cannabis Planning Budget Unit 1100268 and Building Inspections Budget Unit 1100262 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the extension of extra help hours to a total of 1400 hours through June 30, 2020 pursuant to Section 7 of the Humboldt County Salary Resolution for the staff persons listed below:
 - Cannabis Services
 1. Lily Naylor, Office Assistant I
 2. Brienna Zoellner, Office Assistant I
 - Building Inspections
 3. Erica Reichle, Office Assistant I

SOURCE OF FUNDING:

Cannabis (268) Permit Fees
Building Inspections (262): Permit Fees

DISCUSSION:

The requested extension of extra help hours is necessary to continue processing permit applications. For our cannabis permits, Brienna Zoellner and Lily Naylor are integral to the support work associated with permit applications. This includes referring projects to other departments and agencies, mailing decision details for completed projects and filing.

An extension of extra help hours is requested for Erica Reichle in order to continue her work to digitally store our building permit records. This process reduces the amount of storage necessary to maintain paper files.

All extra help employees working beyond 960 hours are subject to paying into the California Public Employees' Retirement System (CalPERS). The additional costs for CalPERS are included in the

estimated salary costs below.

FINANCIAL IMPACT:

Estimated salary and benefits costs for the requested extension of extra help including contributions to the CalPERS and Public Agency Retirement Services (PARS) as required for employees working over 960 hours in a fiscal year are listed below:

- Cannabis Planning (1100268) \$14,236.14
- Building Inspections (110262) \$5,445.90

Ongoing revenue will fund these positions.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the extension of extra help hours for one or all of the staff members. This is not recommended because extending the extra help hours will maintain current staffing levels without having to hire and train new extra help employees.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A